

Meeting Minutes
<http://set.lanl.gov/spac/>
(TA-00, Canyon Complex, Room # 168)
Date: 3/14/02

Members Present:

David Hobart (Chair), C-AAC
Tracy Ruscetti, B-2
Lonnie Theye (Vice-Chair), NMT-DO
Sheila Wasfey, ESH-IM

Student Representatives Organization
Ryan Toya (Treasurer of SA), BUS-2
Claire Kerven (GRA), E-DO

LANL Representatives
Danny Valdez, DV
Margaret Marshall, OEO
Carole Rutten, STB-EPO
Kari Lier, STB-EPO

The meeting was called to order by Lonnie Theye, Vice-Chair of Teams, at 8:06 am.

Minutes

Dave H. will not be at the next meeting so Lonnie T. will chair it as well as the meeting today.

Lonnie reviewed the minutes from last time with a few changes suggested by those present. Most of those changes had already been made by Randy K.

Dave H. said that Randy K's team meetings occur at the same time as SPAC meetings but he will try to attend every other SPAC meeting if possible.

UC Boulder Study:

Carole R. presented a summary handout (ref # 3/14/02a) called "Student Internship Program: A Formative Evaluation" compiled by Kurt S. from a 200 page document that describes how LANL is doing with regard to Student Programs. The full study can be accessed on the web at (Carole R. will be giving us the URL)
The 1999 University of Colorado study examined SPAC meeting notes, interviewed liaisons, mentors, and students, and conducted formal surveys. It was a quantitative and qualitative study.

Some Issues Covered:

Safety – 97% of students surveyed felt they were given sufficient training. Negative comments focused on the feeling that more training was given than needed.

Influencing Career Plans – 88% of those surveyed felt their employment had a positive impact in helping them choose, refine, clarify, or reconsider their career direction.

Good mentor qualities – Carole R. said that they need to stress in the mentor training that students, especially GRAs, want access to their mentor.

Orientation Package is getting more difficult to understand.

The Work Plan was mostly positive. Carole R. stressed that work plans are extremely helpful to students returning to positions also.

Interns' Sense of Community – there is a difference between the GRA and UGS feelings on this. This may be due to the fact that many UGS are from the local area.

Lonnie T. asked if there is a benchmark with other companies on how our student programs are doing. Carole R. said LANL takes three times more students than other labs. Sandia seems to do the most for students but it's a very small program. California labs let students find their own housing and transportation.

Do we have info on students working here as UGS, living here with parents, etc and then staying here for long term retention? Can we send out an email to lanl-all and ask if they were ever a UGS here? Carole R. will check with Kurt about this.

Other Student Info:

Student orientation sessions will be held May 13th – June 26th. The orientation will be condensed to 2 hrs for STB and 2 hrs for HR. Carole R. would like hiring and orientation separated because it's too long. The hiring process is going to take longer this year because of the I-9 process. Apparently HR was audited and dinged for their process so they must now review each paper with the students.

The Chamber of Commerce (COC) is eager to work with LANL students as well as help all of the student programs in Los Alamos (such as the County, JCNNM, LANB, etc). It is hoped that they will pick up the cost of the student picnic. LANL only has \$2000 for this event which is not enough to feed all students. JJ Mayer, from the COC, will meet with Carole R. next week on the outcome. Plans are also in the works to have the students go to the COC as soon as they complete student orientation and hire-on for a welcoming event and to pick up their student discount cards.

Housing:

A Los Alamos Monitor article should be coming out in the next few weeks regarding homeowners being able to advertise rooms and other rental opportunities in the Monitor.

Mentor Training:

This will be held April 11th and 25th for 1 ½ hours. Mentors liked hearing experiences from students and other mentors. Carole R. said they will also have a student liaison speak at each meeting.

Liaison Training"

This will be held April 18 - May 2nd.

Exceptions:

An exception was heard. See ref # 3/14/02b handout and notes.

Call for Nominations:

Lonnie T. handed out the Call for Nominations for Students to Serve on SPAC (see ref # 3/14/02c)

Dave H. asked whether we should interview students. It was decided that we should meet with a few but not in a formal, intense interview session. Also, should we get short-term as well as long-term students? SA board members should be appointed to SPAC. Carole recommended sending a one page letter to Michael Carlson in order to promote the student call for nominations.

SPAC website information should be added to the call for nominations email. Lonnie T. will send this email out March 20th with a nomination deadline of Apr 15th.

Student Association (SA):

Ryan gave us a handout on the SA Meeting Agenda (ref # 3/14/02d). There will be a meeting on March 20th at 11am at the MSL. SA is putting together blue folders for the students so that they can put all of their orientation and hiring handouts in it. SA is also looking into badge key chains with an SA promotion on it. The student discount card will be discussed. SA is to meet with the COC to talk about how LA businesses can help LANL students.

SA Activities:

The Student Picnic is tentatively June 13th. If we get more money the picnic will be at a later date. The COC may donate money and have all students in LA go not just LANL students.

Dave H. said that SPAC as well as other organizations need to setup a booth there.

The SA will look into other options for food to keep the cost down. Subway or Pizza Hut are options.

Student Elections:

A call for nominations may go out the 1st week in June for one week. Then elections will be held on the 10th. Nominees will submit a letter. Voting may take place on the web or SA may have a student go around in a vehicle to local "polling booths".

A second election may be held in August. The current board would then stay on through August.

Dave H. recommended that if most people miss an SA meeting then it would be good to send out detailed minutes.

Subcommittees:

The call for nominations of distinguished students went out. The call for distinguished mentors will go out also.

Other Issues:

Just send out an email to spac@lanl.gov if there is anything else.

The meeting adjourned at approximately 10am.

Respectfully submitted,
Sheila Wasfey, Historian Team

Current and Outstanding Action Items**From 1/17/02 Meeting:**

Need to select a vice-chair of sub-committees – Dave H.

From 1/31/02 Meeting:

Find out what GPR stands for versus the traditional Grade Point Average (GPA). - ?

Post archived meeting minutes on the SPAC web page - Sheila W.

Comments about the new student web page? Everyone **DONE?**

UC-Boulder Study Presentation – Kurt S. **DONE**

Draft Housing and Transportation report to be emailed to SPAC – Dave H. **DONE**

From 2/14/02 Meeting:

A new chair of the Rapid Entry Subcommittee needs to be selected – Dave H.

Select a backup meeting minute taker – Dave H.

Address issues students who stepped down expressed - SPAC

Contact Michael Murillo regarding the approach to selecting students for SPAC and also get the Exceptions template from him – Dave H. **DONE**

Start the student representative selection process. – Lonnie T. **DONE**

Draft a SPAC response to ESH regarding their proposed minimum GPA policy. – Sheila W. **DONE**

Submit the Tampkin Engineering information as an Appendix to the housing subcommittee report – Carole R. **DONE**

From 2/21/02 Meeting:**Ideas for Recruiting Students:**

Possibly compile information on students interested in helping with SPAC or the SA through incoming student surveys during student orientation. A box could be placed on the surveys to indicate a desire to participate. – suggested by Carole R.

Possibly recruit additional members during an upcoming student breakfast. An activity could be mentioned that would likely attract more students. – suggested by Kurt S.

Possibly create an e-newsletter for students as a way to increase participation.- suggested by Bill R.

Possibly send out an official call for student members to all divisions. The divisions themselves could then nominate students. – suggested by Dave H.

Present a draft of the letter calling for nominations at the next meeting and advertise on the web page. Send out the letter calling for nominations. – Lonnie T and Bill R.

Fill sub-committee vacancies. – Dave H.

LIMS meeting. – Kurt S.

From 3/14/02 Meeting:

Send out URL for full UC Boulder Study. - Carole R.

Do we have info on students working here as UGS, living here with parents, etc and then staying here for long term retention? Can we send out an email to lanl-all and ask if they were ever a UGS here? - Carole R. will check with Kurt about this.

Send a one-page letter to Michael Carlson in order to promote the call for student nominations in the Daily Newsbulletin. – Dave H.

Send out the call for student nominations on March 20th – Lonnie T.

Report on meeting with COC. – Carole R.

Setup a booth at the student picnic. – Dave H.